

DIGITAL RECORDS ACQUISITION POLICY

Policy:

The Georgia Archives serves as the archival repository for the historical records of state government (O.C.G.A. 45-13-41(2)) regardless of physical form. Media that are eligible for transfer to the Georgia Archives include but are not limited to digital, paper, photographic, and audiovisual media. To achieve its mandate of preserving the historical records of the state, the Georgia Archives has established the Digital Archives as a tool for ensuring the preservation and continued accessibility of the state's historical digital record.

Identification of historical records is accomplished through the retention scheduling process.

TRANSFER OF RECORDS POLICY:

A state agency will have certain records in its custody that are denoted as permanent by a retention schedule. These records should be periodically transferred to the Georgia Archives for preservation as part of the state's historical record. A retention schedule **does not** authorize the transfer of permanent records to any repository other than the Georgia Archives. Agencies wishing to transfer records to any other repository must first secure the permission of the State Archives.

Policy:

In accordance with O.C.G.A. § 45-13-46, the director of the Division of Archives and History hereby certifies that state government records identified as "Permanent" are necessary to document the history, organization, functions, policies, decisions, or procedures of the agency or office. Such records must be placed for permanent preservation in the state archives when no longer in current use by the agency or office.

Types of Records to be transferred:

Permanently scheduled records may be transferred to the Archives from the following accepted applications/file formats.

- Records exported from an agency RMA with associated metadata (RMA must be DoD 5015.2 STD certified.).
- XML documents complying with the Archive's minimum metadata requirements.
- Records exported from non-RMA systems but having associated metadata.
- Records with no associated metadata (possibly from a legacy application) but transferred with a hardcopy data model describing the information in the documents.

This policy will be phased in over a period of time in the following manner:

1. Beginning in January 2006, the Georgia Archives will take custody of all non-standards file formats following an evaluation to determine if the Archives will be able to preserve the information.
2. By January 2007, the Archives will accept permanent records from the applications listed above as well as those records saved in an acceptable file format so long as they are accompanied by required metadata. As needed, exceptions may be made in this practice to accommodate agencies whose systems are not fully compliant.
3. By January 2008, the Archives will no longer make exceptions to the standard application and acceptable file format policies.

Transfer of Physical Media:

Each agency is responsible for the integrity of the records it transfers to the Georgia Archives. Where physical media, such as a CD-R, is used to transfer permanent records to the Archives, the agency must ensure that the requirements established in “Transferring Electronic Records on CD-R Media to the Georgia Archives” are met and that 4.7” (12cm) CD-Recordable discs are used as the transfer medium.

The Agency should retain a second copy of any permanent electronic records that it transfers to the Georgia Archives until it receives official notification from the Archives that the transfer was successful and that the Archives has assumed the responsibility for continuing preservation of the records.

Custody of records transferred:

Once records have been transferred to the Georgia Archives, they become the property of the Georgia Archives as the legal custodian of the state’s historical record. These records may be viewed by the public and by the agency during the operating hours of the Archives, but may not be removed. Should an agency require copies of its records, the Archives will be happy to provide copies.